APPENDIX A

CRITERIA FOR ESTABLISHING PRIORITIES FOR SPECIAL ASSIGNMENT AIRLIFT MISSION (SAAM) JOINT AIRBORNE AND AIR TRANSPORTABILITY TRAINING OR EXERCISES

NOTE: An urgency of need or the existence of valid circumstances other than those for which channel airlift normally would be used must be established by competent authority before these priorities can be used. Eligible traffic will conform to the following priorities:

1. Priority 1A: Covers requirements to support:

    a. Missions that support the President of the United States (US) or Secret Service (approved by the Military Assistant to the President) will be identified Priority 1A(1) PHOENIX BANNER. Missions that support the Vice President or Secret Service are identified by the name PHOENIX SILVER. The US Air Force project officer for presidential flight support is the only source of assigning priority to PHOENIX BANNER and PHOENIX SILVER missions.

    b. US forces and other forces or activities in combat designated by the Joint Chiefs of Staff (JCS).

    c. Programs that have been approved by the President for top national priority. NOTE: Such programs are set forth in the BRICK-BAT 01 category of the latest Department of Defense (DOD) Master Urgency List (MUL). The DOD MUL is a list of items from each Service that would be accorded the highest Defense Priorities and Allocation system (DPAS) priority during a conflict over resources, such as might happen during a national emergency. Largely a dormant authority, it is therefore, an integral part of the DPAS. The MUL identifies those critical programs of the highest priority with acronyms: national (DX) BRICK-BAT, or DOD (DO) CUE-CAP. All defense orders are entitled to lesser priority DO ratings. In practice, the impact of exercising these authorities must be assessed.

    d. Special weapons.

2. Priority 1B: Covers requirements to support:

    a. Missions specifically directed by the Office of the Secretary of Defense or the JCS. PHOENIX COPPER missions which directly support the Secret Service when not supporting the President or Vice President.

    b. Units, projects, or plans specifically approved for implementation by the JCS.

3. Priority 2A: Covers requirements to support:

    a. US forces or activities and foreign forces or activities that are being deployed or are positioned and maintained in a state of readiness for immediate combat or direct combat or direct combat support.

b. Industrial production activities engaged in repair, modification, or manufacture of primary weapons, equipment, and supplies to prevent an impending work stoppage or to reinstitute production if a stoppage has already occurred or when the material is required to accomplish emergency or controlling jobs.

3. Priority 2B: Covers requirements to support:

a. JCS--directed exercises.

b. JCS--coordinated exercises.

4. Priority 3A: Covers requirements to support:

a. Readiness or evaluation tests when airlift is required to support unit inspection or evaluation tests, including emergency deployment readiness exercises.

b. US forces or activities and foreign forces or activities maintained in a state of readiness to deploy for combat and other activities essential to combat forces.

5. Priority 3B: Covers requirements to support:

a. Service training when airborne operations or airlift support is integral to combat readiness, e.g., field training exercises, proficiency airdrop, and air assault.

b. Combat support training, e.g., flare drops, unconventional warfare activities, and Joint Airborne Communication Center or Command Post.

c. Service schools requiring airborne, airdrop, or air transportability training as a part of the program of instruction.

d. Airdrop or air transportability or aircraft certification of new or modified equipment.

6. Priority 4A: Covers requirements to support:

a. US forces and foreign forces or activities that are planned for employment in support of approved war plans and support activities essential to such forces.

b. Static loading exercises for those units specifically tasked to perform air transportability missions.

7. Priority 4B: Covers requirements to support:

a. Other US forces or activities and foreign forces or activities.

b. Other non-DOD activities that cannot be accommodated by commercial airlift.

c. Static display for public and military events.

APPENDIX B

FORMAT FOR SPECIAL ASSIGNMENT AIRLIFT MISSIONS (SAAM) REQUEST

1. In order for requests to flow directly into the airlift deployment analysis system computer, strict format requirements must be followed. Requests with irregularities will automatically be segregated and will require individual attention to correct the error(s). Requests for all SAAM airlifts will be sent to the Service or theater validator(s). (See Figure B-1).

2. Format for Requesting Airlift (See Paragraph 3 for optional and required datasets).

MSGID/TITLE/ORIGINATOR//

AL1249REQ/TYPE OF REQUEST (SAAM OR JCS)/NUMBER (IF ASSIGNED)/JCS PRIORITY/YOUR UNIT/PROJECT NAME (IF KNOWN)/INFO-ADDR//

ON/OFF/CLASSIFICATION/REF NUMBER/ONLOAD LOCATION/OFFLOAD LOCATION/AVAIL LOAD DATE/EARLIEST ARRIVAL OR PICK UP DATE/LATEST ARRIVAL DATE/NUMBER OF PAX/BAGGAGE SHORT TONS/CARGO SHORT TONS/CUBE OF CARGO AND BAGGAGE/COMMENTS//

MSNREQ/CLASSIFICATION/REF NUMBER/NUMBER ACFT/TYPE ACFT/CONFIGURATION/MSN SUPPORT COMMENTS (I.E., FORKLIFTS)//

LOAD/CLASSIFICATION/REF NUMBER/CARGO REF/LOAD DESCRIPTION/QTY PLTS, VEHICLES, PCS NONPALLETIZED CARGO/CARGO WGT IN POUNDS/CUBE/LENGTH/WIDTH/HEIGHT/SECURITY CLASSIFICATION OF CARGO//

HAZCOMM/CLASSIFICATION/REF NUMBER/CARGO REF/SHIPPING NAME OF HAZ CARGO/PACKAGING PARA/NET EXP WGT (ENTER /-/ IF NOT APPLICABLE)//

CONTACTS/CLASSIFICATION/TYPE OF CONTACT; I.E., ON LOAD, ENROUTE, ETC/LOCATION/NAME/DUTY PHONE/HOME PHONE//

BILLING/TAC, CIC, OR OTHER BILLING INFO (ENTER /-/ IF NOT KNOWN OR NOT USED)//

REMARKS/COMMENTS (ENTER /-/ IF NONE)//

3. Instructions for completing airlift request messages information. Fields must be entered in the format and order as listed above or as identified in the optional and required data fields. Each field must be separated by a single slash (/). Each data set must end with a double slash (//). Information within a field cannot contain a slash as part of the data content, since automated requests will interpret this as an end-of-field marker. To indicate a blank field enter /-/. A data set line may not exceed 69 characters. The entire data set may, however, require two or more lines of text. In this case, end each line with a complete field and begin the continuation line

with a single slash (/) followed by the next field. A data set field may not be split between two lines.

  a. Message Identification (MSGID) data set (required data set).

   (1) (Mandatory) Enter the data set title; i.e., MSGID (five characters maximum).

   (2) (Mandatory) Enter the title of the message; i.e., AL1249 (six characters maximum).

   (3) (Mandatory) Enter the organization or location initiating the request (20 characters maximum).

  b. AL1249REQ data set (required data set).

   (1) (Mandatory) Enter the data set title; i.e., AL1249REQ (nine characters maximum).

   (2) (Mandatory) Enter the type of request; i.e., SAAM or JCS (four characters maximum).

   (3) (Conditional) Enter the SAAM number. NOTE: Initial requests for airlift will not contain a SAAM number until assigned by the validator. Therefore, requesters should enter "/-/" if the number is not known (four characters maximum).

   (4) (Conditional) Enter the airlift priority; i.e., 1B1 (three characters maximum). Requesters should enter /-/ if the priority is not known.

   (5) (Mandatory) Enter unit identifier; i.e., NGB Andrews AFB (20 characters maximum).

   (6) (Optional) Enter the project name; i.e., drug interdiction. Enter /-/ if no project name (40 characters maximum).

   (7) (Optional) Indicate if information addressees are to be copied on all subsequent messages by entering "Y". Enter "N" to exclude information addressees on subsequent messages (one character maximum).

  c. ONOFF data set (required data set).

   (1) (Mandatory) Enter the data set title; i.e., ONOFF (five characters maximum).

   (2) (Mandatory) Enter the security classification of this line; i.e., "U"–Unclassified, "C"–Confidential, "S"–Secret, or "T"–Top Secret (one character maximum).

   (3) (Mandatory) Enter a reference number for each on/offload for each portion of the SAAM or JCS exercise. For multiple stops, enter a new reference number for each on/offload combination; i.e., ONOFF/U/1/KBLV/MYIG .... ONOFF/U/2/KHRT/MYIG .... ONOFF/U/3/KDYS/MYIG .... This number will tie each onload/offload location and its

requirement to the commodity description in the load and hazardous communications (HAZCOM) data sets (four characters maximum).

(4) (Mandatory) Enter the name of the port of embarkation by name or International Civil Aviation Organization (ICAO) code (preferred entry) (16 characters maximum).

(5) (Mandatory) Enter the name of the port of debarkation by name or ICAO code (preferred entry) (16 characters maximum).

(6) (Mandatory) Enter the Greenwich Mean Time (GMT), expressed as "Zulu (Z) time" for the available-to-load date; i.e., 140100ZJUL01. If the time should be coordinated, also enter "COORD" (12 characters maximum).

(7) (Mandatory) For SAAMs, enter the pick-up date and time. For JCS exercises, enter the earliest arrival date. Use GMT expressed as "Z time"; i.e., 140200ZJUL01. If time should be coordinated, enter "COORD" (12 characters maximum).

(8) (Mandatory) Enter the GMT, expressed as "Z time" for the latest arrival date; i.e., 141400ZJUL01. If time should be coordinated, enter "COORD" (12 characters maximum).

(9) (Conditional) Enter the number of passengers to be on/offloaded at each location. In the remarks data set, identify all foreign nationals. If the mission is a cargo SAAM, indicate passengers who may be couriers or technical escorts (five characters maximum).

(10) (Conditional) Enter the total weight of the baggage, expressed in short tons, to the nearest tenth of a ton (five characters maximum).

(11) (Conditional) Enter the total weight of the cargo, expressed in short tons, to the nearest tenth of a ton. Do not include baggage weight (five characters maximum).

(12) (Conditional) Enter the total cubic feet of the cargo and baggage (six characters maximum).

(13) (Optional) Enter any comments about the onload/offload or timing; i.e., TBD (seven characters maximum).

d.   Mission Request (MSNREQ) data set (Optional data set) if used, data set must follow this format. If optional fields are not used, enter "/-/".

(1) (Mandatory) Enter the data set title; i.e., MSNREQ (six characters maximum).

(2) (Mandatory) Enter the security classification of this line. "U", "C", "S", "T" (one character maximum).

(3) (Mandatory) Enter a reference number for each movement requirement. This number will correspond to an on/offload requirement number in the ONOFF data set (four characters maximum).

(4) (Optional) Enter the number of aircraft requested (three characters maximum).

(5) (Optional) Enter the type of aircraft requested (eight characters maximum).

(6) (Optional) Enter the aircraft configuration requested (five characters maximum).

(7) (Optional) Enter mission support requirements; i.e., forklifts, K-loaders, pallets, etc. (37 characters maximum).

e. Load data set (optional data set). If used, must follow this format. Enter "/-/" if optional fields are not used.

(1) (Mandatory) Enter the data set title; i.e., load (four characters maximum).

(2) (Mandatory) Enter the security classification of this line; i.e., "U", "C", "S", "T" (one character maximum).

(3) (Mandatory) Enter a reference number for each load description. This number will tie the load description in this data set to its requirement in the ONOFF data set (four characters maximum).

(4) (Mandatory) Enter an identifier for each load description. This identifier, combined with the reference number, will tie the load description in this data set to the hazardous commodity description in the HAZCOM data set (one character maximum).

(5) (Mandatory) Enter the cargo commodity description. Include service nomenclature and Department of Transportation shipping name and class. NOTE: Do not use slashes within this data set. Use a separate line for each commodity description. Begin each additional line of the data set with "LOAD/" (16 characters maximum).

(6) (Optional) Enter the quantity of pallets, vehicles, or pieces of nonpalletized cargo (four characters maximum).

(7) (Optional) Enter the individual weight of all nonpalletized cargo, equipment, and vehicles or total weight of pallets, in pounds (six characters maximum).

(8) (Optional) Enter the unit cubic feet of all nonpalletized cargo or vehicles or the total cubic feet of pallets (five characters maximum).

(9) (Optional) Enter the length, in inches, of all nonpalletized cargo or vehicles (three characters maximum).

(10) (Optional) Enter the width, in inches, of all nonpalletized cargo or vehicles (three characters maximum).

(11) (Optional) Enter the height, in inches, of all nonpalletized cargo or vehicles (three characters maximum).

(12) (Mandatory) Enter the security classification of the cargo: "U", "C", "S", "T" (one character maximum).

f.   HAZCOM data set (Optional data set). Data set must follow this format. Enter "/-/" if optional fields are not used.

(1) (Mandatory) Enter the data set title; i.e., HAZCOM (seven characters maximum).

(2) (Mandatory) Enter the security classification of this line; i.e., "U", "C", "S", "T" (one character maximum).

(3) (Mandatory) Enter a reference number for each hazardous commodity description. This number will tie each hazardous commodity description in this data set to an on/offload requirement in the ONOFF data set (four characters maximum).

(4) (Mandatory) Enter an identifier for each commodity description. The identifier, combined with the reference number, will tie the commodity description in this data set to the load description in the load data set (one character maximum).

(5) (Mandatory) Enter the proper shipping name of all hazardous items. Use the remarks data set. Hazardous materials will not be airlifted unless all provisions of subject regulation have been complied with. (For special weapons, provide the number and type units, type container, unit weight, and total weight-in to the On/Offload order. Nuclear weapons data are found in Technical Order (TO) 11N-45-61 and TO 11N-45-51A(A) (43 characters maximum).

(6) (Mandatory) Enter the packaging paragraph for hazardous items in accordance with Air Force Interservice Manual (AFMAN) 24-204(I), Technical Manual (TM) 38-250, Marine Corps Order (MCO) P4030.19H, Naval Supply (NAVSUP) Pub 505, and Defense Logistics Agency Instruction (DLAI) 4145.3, <u>Preparing Hazardous Materials for Military Air Shipments</u>.

(7) (Optional) Enter the total net explosive weight (NEW) (three characters maximum). Indicate in the remarks data set the NEW, by class, for each item containing Department of Defense class/division 1.1, 1.2, or 1.3 explosives.

g.   Contacts data set (Required data set).

(1) (Mandatory) Enter the data set title; i.e., contacts (eight characters maximum).

(2) (Mandatory) Enter the security classification of the line; i.e., "U", "C", "S", "T" (one character maximum).

(3) (Mandatory) Enter the type of contact; i.e., Onload, Enroute, Best, Overall, Validator, etc. (10 characters maximum).

(4) (Mandatory) Enter the location of the contact (20 characters maximum).

(5) (Optional) Enter the full name of the contact (25 characters maximum).

(6) (Mandatory) Enter the office phone number. Include Defense Switched Network and commercial (18 characters maximum).

(7) (Optional) Enter the home phone number. Include the area code (18 characters maximum).

h.   Billing data set (Conditional data set). If message originates from a SAAM validator, billing information is mandatory. If this data set is used, follow this format. Enter "/-/" if optional fields are not used.

(1) (Mandatory) Enter the data set title; i.e., billing (seven characters maximum).

(2) (Conditional) Enter the Customer Identification Code, Transportation Account Code, or appropriation chargeable. If none of these are available, include the name and address of the specific organization reimbursing on direct billing basis. Not applicable for JCS exercises. Enter no more than 69 characters per line (255 characters maximum).

i.   Remarks data set (Optional data set). If used, data set must follow this format. Enter "/-/" if optional fields are not used.

(1) (Mandatory) Enter the data set title; i.e., remarks (seven characters maximum).

(2) (Optional) Provide the following: (2500 characters maximum).

(a)   Purpose of the SAAM. A brief, concise, unclassified statement; i.e., Purpose/Mission is airlifting support equipment for F-4E unit training exercise.

(b)   Geographic location of information addressees. If an "N" is not entered in the Information Addresses (INFOADDR) field of the AL1249REQ data set, all INFOADDR included on the 1249 message will be copied on subsequent communications about the SAAM or JCS request.

(c)   Justification for short-notice foreign clearance of cargo and aircraft. Justification must include detailed description of the commodity requiring clearance. Name and phone number of individuals who can provide additional justification for the rapid reaction or emergency SAAM, if required by Headquarters United States Air Force XOXX.

(d)   SAAM requirements submitted within 96 hours of the desired movement date are considered rapid reaction or emergency. A statement as to the rapid reaction or emergency requirement and the justification for airlift within 96 hours must be included in the remarks data set. Individual declaring rapid reaction or emergency requirement and the justification for airlift within 96 hours must be included in the remarks data set. Individual declaring rapid reaction or emergency requirement will be at least a general officer, civilian equivalent, or designated representative. Also, that individual's name and rank must be included in the remarks data set of the request.

(e)   SAAM requirements for channel extension or flag stop will include the following additional information. Do not enter more than 69 characters per line (255 characters maximum). (See https://public.scott.af.mil/hqamc/fm/rates.htm, which establishes criteria for channel extensions and flag stops).

<u>1</u>   Transportation Control Number(s).

<u>2</u>   Air Mobility Command Channel Mission Identifier to be used; e.g., AJM804000140.

<u>3</u>   Contacts for initial channel onload station and point of channel extension for flag stop. NOTE: A required delivery date cannot be assigned to a flag stop or channel extension.

(3) (Mandatory) Enter "Chapter 3 Applies" when operational requirements under the provisions of AFJMAN 24-204 (I), DLAI 4145.3, MCO P4030.19G, NAVSUP Publication 505, TM 38-250, Chapter 3 is necessary. This entry will only be used when one or more of the following apply:

(a)   Expanded vehicle/equipment fuel-in-tank is justified

(b)   Incompatible items must be transported together

(c)   Hand carrying of individual basic issue explosives, ammunition and other hazardous materials.

SAAM OR JCS EXERCISE – AIRLIFT REQUEST

AUTHORITY: 10 U.S.C.. 8012

PRINCIPAL PURPOSE(S): Your home phone number is required in order that contact can be made during off-duty hours.

ROUTINE USES: Your home phone number will be used to obtain information regarding the mission or to advise you of unexpected changes to previous arrangements.

DISCLOSURE IS VOLUNTARY: The requirement for your home phone number is voluntary. IMPACT IF NOT FURNISHED: The airlift mission could be delayed and additional cost incurred.

OVERALL SECURITY CLASSIFICATION		DATE *(YYYYMMDD)*	NAME OF VALIDATOR *(Last, First, M.I.)*	OFFICE SYMBOL
SAAM NUMBER	PRIORITY	UNIT PROJECT NAME OR NICKNAME		
EXERCISE NAME		PRIORITY	UNIT	

ONLOAD TO OFFLOAD

R	LINE	NUMBER	POE	POD	PAX	BAG	CGO-ST	CUBE

TIMING

R	LINE	NUMBER	AVAILABILTIY	PICKUP	EAD	LAD

AIRCRAFT MISSION REQUIREMENTS

R	LINE	NUMBER	NO. TYPE ACFT	CONFIGURATION	MISSION SUPPORT REQUIREMENTS

COMMODITY DESCRIPTION - ONE

R	LINE	NUMBER	DESCRIPTION	QTY	WEIGHT	CUBE	DIMENSIONS	NEW	RS

COMMODITY HAZARDOUS - TWO

R	LINE	NUMBER	HAZARDOUS PARA	HAZARDOUS SHIPPING NAME

CONTACTS

R	TYPE	LOCATION	NAME	DUTY PHONE	HOME PHONE

BILLING INSTRUCTIONS

REMARKS

DD Form 1249, JUL 81 (EG) PREVIOUS EDITION IS OBSOLETE   Designed using Perform Pro, WHS/DIOR, Dec 94

Figure B-1. DD Form 1249, SAAM or JCS Exercise – Airlift Request

APPENDIX C

AIR MOBILITY COMMAND GLOBAL AIR TRANSPORTATION EXECUTION SYSTEM (GATES) TYPE/CATEGORY OF TRAVEL

Travelers and type of travel are classified as defined below. The code will be determined from data entered on the Government Transportation Request or ticket record.

1. Space Required.

Code	Type Travel
CA	Family members accompanied by civilian principal.
CC	Authorized or directed air travel by civilian personnel in permanent change of station (PCS) status accompanied by family members.
CD	Family members not accompanied by civilian principal.
CK	Cost Charge (Checkage) travel.
CT	Authorized or directed air travel of civilian personnel in temporary duty status (TDY/TAD).
CU	Authorized or directed air travel of civilian personnel in permanent change of station (PCS) status not accompanied by family members.
DA	Family members accompanied by military principal.
DL	Military dependent traveling space required on emergency leave.
DS	Dependent student travel.
DU	Family members not accompanied by military principal.
EA	Authorized or directed air travel of military enlisted personnel in permanent change of station (PCS) status accompanied by family members.
EL	Emergency leave, military (space required).
FM	Foreign military.
FS	Foreign travel.
HR	Human remains escort.
NA	Unfunded space required passengers traveling on non-TWCF aircraft.
NR	Unfunded space required passengers traveling on Department of Defense aircraft for inactive duty training.
OA	Authorized or directed air travel of military officer personnel in permanent change of station (PCS) status accompanied by family members.
PA	Special medical or nonmedical attendant.
PB	Non-DOD medical or nonmedical attendant.
PC	US citizen employees of the Department of Defense when classified as Armed Forces' patients.

Code	Type Travel
PD	A dependent of a member of a military department on active duty; or of a member deceased while on active duty; or a family member of a retired or deceased retired member of a military department who is authorized medical care under the provisions of AFI 41-115, <u>Authorized Health Care And Health Care Benefits In The Military Health Services System (MHSS)</u>.
PE	Family members of US citizen employees of the Department of Defense when classified as Armed Forces patients.
PM	Active duty or retired members of the military departments, excluding the US Coast Guard, in an Armed Forces' patient status.
PP	All other patients/persons for whom reimbursable transportation has been authorized, including the US Coast Guard and their dependents.
PR	Prisoners.
PT	Authorized or directed air travel of military personnel in temporary duty status (TDY/TAD).
PU	Authorized or directed air travel of military personnel in permanent change of station (PCS) status not accompanied by family members.
PZ	Family members authorized to accompany US Armed Forces' patients who are transported in PCS status reimbursable.
RL	Renewal agreement travel for leave (civilians).
RS	Special combat leave.
RT	Authorized reimbursable air travel of non-Department of Defense sponsored passengers.
SL	Individuals authorized space required travel in accordance with AFI 36-2110, <u>Assignments</u>.
ST	Dependents authorized space required travel under the SPATI test program traveling cash reimburseable.
TT	A special code used to identify a travel team integrity transaction.

2. Space Required Reimbursable. Following are type travel codes for space available passengers that are authorized (and elect) to use space required reimbursable travel. Except as indicated these codes may be used in requesting reservations.

Code	Type Travel
RA	Identifies an emergency leave (DOD civilians and their dependents, and military dependents) traveling reimbursable space required.
RB	Identifies a close-blood/affinitive relative, accompanying PCS sponsor or dependents, traveling reimbursable space required (See Note 2).
RC	Identifies all other miscellaneous space available passengers traveling reimbursable space required.
RD	Identifies secondary students in an overseas area traveling reimbursable space required.

NOTE 1: Specific categories of space available passengers authorized to travel on a space required reimbursable basis are identified in DOD 4515.13-R, <u>Air Transportation Eligibility</u>.

NOTE 2: RB category reservation must be included with a sponsor's request, as directives do not provide for separate travel.

3. Space Available.

Code	Type Travel
CL	Emergency leave and recovered patients (dependents and civilians only).
CR	Close-blood/affinitive relative accompanying PCS sponsor or dependents.
EM	Environmental and morale leave.
HF	Hostile fire leave, military only.
OL	Ordinary leave, military only.
RE	Reenlistment leave.
SA	Space available, miscellaneous.
SB	Space available, EUCOM Cat 3, dependents.
SD	Space available, dependents.
SP	Space available dependents participating in the SPATI test program.
SR	Space available, retired personnel.
SS	Space available, student.

NOTE: Reference DOD 4515.13-R, to determine US Armed Forces' patient's status.

APPENDIX D
GRADE AND TITLE CODES

ARMY

General	GEN
Lieutenant General	LTG
*Major General	MG
*Brigadier General	BG
Colonel	COL
Lieutenant Colonel	LTC
Major	MAJ
Captain	CPT
First Lieutenant	1LT
Second Lieutenant	2LT
Cadet	CDT
*Officer Cadet	OC
Chief Warrant Officer	CW5, CW4, CW3, CW2
Warrant Officer 1	WO1
Warrant Officer Cadet	WOC
Sergeant Major of the Army	SMA
Command Sergeant Major	CSM
Sergeant Major	SGM
First Sergeant	1SG
Master Sergeant	MSG
Platoon Sergeant	PSG
Sergeant First Class	SFC
Staff Sergeant	SSG
Sergeant	SGT
Corporal	CPL
Specialist	SPC
Private First Class	PFC
Private	PV2
Private	PV1

NAVY / COAST GUARD/ USPHS/NOAA

Admiral	ADM
Vice Admiral	VAD
Rear Admiral (Upper Half)	RADU
Rear Admiral (Lower Half)	RADL
Commodore (06 in 07 billet)	COM
Captain	CPN
Commander	CDR
Lieutenant Commander	LCD
*Lieutenant	LT
Lieutenant Junior Grade	LJG
Ensign	ENS
Midshipman	MID
Chief Warrant Officer	WO4, WO3, WO2
Warrant Officer 1	WO1
Master Chief Petty Officer	CPM
Senior Chief Petty Officer	CPS
Chief Petty Officer	CPO
Petty Officer First Class	PO1
Petty Officer Second Class	PO2
Petty Officer Third Class	PO3
Seaman	SN
Seaman Apprentice	SA
Seaman Recruit	SR
Midshipman	MID

AIR FORCE

General	GEN
Lieutenant General	LTG
*Major General	MG
*Brigadier General	BG
Colonel	COL
Lieutenant Colonel	LTC
Major	MAJ
Captain	CPT
First Lieutenant	1LT
Second Lieutenant	2LT
Cadet	CDT
Chief Master Sergeant	CMS
Senior Master Sergeant	SMS
Master Sergeant	MSG
Technical Sergeant	TSG
Staff Sergeant	SSG
Sergeant	SGT
Senior Airman	SRA
Airman First Class	A1C
Airman	AMN
Airman Basic	AB
OSI Agents	OSI
Flight Officer	FLO
Aviation Cadet	AVC

MARINES

General	GEN
Lieutenant General	LTG
*Major General	MG
*Brigadier General	BG
Colonel	COL
Lieutenant Colonel	LTC
Major	MAJ
Captain	CPT
First Lieutenant	1LT
Second Lieutenant	2LT
Chief Warrant Officer	WO5, WO4, WO3,WO2
Warrant Officer 1	WO1
Sergeant Major	SMG
Master Gunnery Sergeant	MSG
First Sergeant	1SG

* When entering data for the above, all entries are left justified and unused positions are left blank

Master Sergeant	MSG	GS-07	07
Gunnery Sergeant	GST	GS-06	06
Staff Sergeant	SSG	GS-05	05
Sergeant	SGT	GS-04	04
Corporal	CPL	GS-03	03
Lance Corporal	LCP	GS-02	02
Private First Class	PFC	GS-01	01
Private	PVT		

DEPENDENTS
(All Services)

Dependent of DOD civilians	CVD
Officer dependents	OFD
Enlisted dependents	END

DOD CIVILIANS

Senior Executive Service (SES) Employees

SES-1	ES1
SES-2	ES2
SES-3	ES3
SES-4	ES4
SES-5	ES5
SES-6	ES6

General Manager (GM) or General Schedule (GS) Employees*

GS/GM-18	18
GS/GM-17	17
GS/GM-16	16
GS/GM-15	15
GS/GM-14	14
GS/GM-13	13
GS-12	12
GS-11	11
GS-10	10
GS-09	09
GS-08	08

Wage Board (WG) Employees

All grades	WB

OTHER CIVILIANS*

Mister	1
Miss	2
Madame	3
Foreign Indigenous	F

FOREIGN NATIONAL MILITARY

Foreign National Enlisted E1-E3	FEN
Foreign National Enlisted E4-E9	FNC
Foreign National Warrant Officer W1-W5	FWO
Foreign National Officer O6-O10	FCO
Foreign National Officer 01-05	FCD

INFANTS

Officer Infant	OIF
Enlisted Infant	EIF
Civilian Infant	CIF
Foreign Infant	FIF

* When entering data for the above, all entries are left justified and unused positions are left blank

APPENDIX E

<u>CHANNEL TRAFFIC MOVEMENT PRECEDENCE FOR PASSENGERS</u>

Personnel eligible for carriage over the Department of Defense (DOD) common-user movement system must conform to the transportation priorities indicated below:

1. Transportation Priority 1:

    a. Personnel whose presence is required by an emergency so acute that precedence should be given over all other passenger traffic and who, under no circumstances, should be delayed enroute for other passenger traffic.

    b. Medical evacuees.

    c. Active duty personnel and command-sponsored dependents on authorized emergency leave.

2. Transportation Priority 2:

    a. Personnel whose movement is necessary to meet a destination arrival deadline for accomplishing an essential mission.

    b. Personnel destined to units or activities whose presence is required by an emergency so acute that precedence should be given over all lower priority passenger traffic.

    c. Personnel on Temporary Duty (TDY) status (traveling to an activity where TDY or Temporary Additional Duty is to be performed).

    d. Personnel on permanent change of station (PCS) orders to "mobile" or moving final assignment duty station.

3. Transportation Priority 3:

    a. Personnel whose movement is necessary for accomplishing an essential mission.

    b. Personnel whose movement is necessary for accomplishing an important mission.

    c. Personnel returning to their duty station from emergency leave.

    d. Personnel returning to their duty station to terminate TDY status.

    e. Personnel on PCS orders to "fixed" or stationary final assignment duty station.

4.   Transportation Priority 4:

    a. Personnel who are otherwise eligible for movement.

    b. Unaccompanied dependents.

c. Personnel of non-DOD activities.

APPENDIX F

AIR MOBILITY COMMAND/GLOBAL AIR TRANSPORTATION EXECUTION SYSTEM (GATES) SPONSOR SERVICE CODES

Code

A - Army
C - Coast Guard
D - DLA
F - Air Force
J - Joint
M -Marines
N - Navy
X - Other

The sponsor service code consists of two entries, i.e. FZ. The first space, "F", identifies the passenger's sponsoring military service code. The second space, "Z", is an optional code to be used by the requesting activity for their own use. If the TO elects not to use the second space, the letter "Z" will be entered as the second digit.

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APPENDIX G

GLOBAL AIR TRANSPORTATION EXECUTION SYSTEM (GATES) RESPONSE AND REASON CODES FOR AIR MOBILITY COMMAND (AMC) FLIGHT RESERVATIONS

1. GATES Response Codes. GATES response codes indicate the status of a reservation request:

    a. B - Cancellation (the request/ confirmation has been canceled).

    b. H - Hold (the request is in a hold status).

    c. Y - AMC Non-Availability (no seat/s available on AMC flights).

See example in Appendix P, Figure P-1.

2. GATES Reason Codes. GATES reason codes indicate the reason for non-availability of AMC passenger services during the passenger booking process (see example in Appendix P, Figure P-2):

    a. V - PCS – Issued because a limited travel performance period was given for PCS travel.

    b. W – PCS – Issued because AMC service was not available. The travel performance period and the channel requested could not be negotiated for PCS travel.

    c. X - PCS/TDY – AMC service is available on requested travel dates; however, scheduled departure/arrival time does not meet traveler's mission requirements.

    d. Y - TDY – Issued because AMC service was not available during the requested travel performance period and it was not PCS travel.

    e. Z - PCS/TDY- Issued because AMC service is scheduled during the travel performance period but seats were not available at the time of the request.

3. Transaction Reasons. The following words will appear in the transaction reason section of the GATES reservation screen face to describe the reservation or cancellation. The transaction reason will also accept a user specified clear text reason.

    a. Reservations:

        (1) Substitution.

        (2) Passenger reservation request.

        (3) Group movement reservation request.

        (4) Confirmation to reservation request.

(5)   Consecutive Overseas Tour (COT) or Intratheater Transfer (ITT) reservation request.

(6)   Port Booking.

b. Cancellations:

(1) Reservation Cancellation.

(2)   Reservation Cancellation action directed by higher headquarters.

(2)   Substitution.

(3)   Cancel Sign-Up.

(4)   Deleted Group Member.

(5)   Cancel Group.

(6)   Duplicate Booking.

(7)   Baggage Hold.

(8)   ACL Loss.

(9)   Delay Requested.

(10) Early Arrival.

(11) Premanifest Cancellation (by requesting activity or passenger).

(12) Gate No-Show.

(13) Port Reporting Date Issued to Passenger.

(14) Intransit Passenger.

(15) Administrative Hold.

(16) Late Reportee.

(17) Medical Hold.

(18) No-Show Passenger.

(19) Overbooked Delay.

(20) Passport Hold.

(21) Rotated Passengers.

(22) Erroneous Orders.

(23) Port Called, Programmed Seat Not Available.

(24) Walk-In.

(25) Flight Cancellation.

(26) Port Called But Not Manifested.

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APPENDIX H

MILITARY TRAFFIC MANAGEMENT COMMAND STATISTICAL COLLECTION OF PASSENGER TRAVEL (STATCO) PREPARATION INSTRUCTIONS

1. The Commercial Travel Offices (CTOs) providing travel services under contract with the military services must provide management data on all air, rail, bus, rental vehicle, and hotel/motel arrangements provided by the contractor in support of personnel performing official travel.

    b. Consolidated files of all ticketing sites containing official travel data must be received by the Military Traffic Management Command within five calendar days after the end of the reporting month.

    c. Air and surface records will be transmitted separately.

    d. Air records must be based on air segments as defined in Paragraph 3 below.

    e. Rail and bus passenger movements must be based on surface moves as defined in Paragraph 4 below.

    f. Use the following convention for naming the file: File name must be STATCO_YY_mon_company name.TXT (YY is the 2-digit Year).

        Example: STATCO_01_SEP_EXAMPLE TRAVEL.TXT

    g. The following reporting media are currently acceptable:

        (1) File Transfer Protocol is the preferred method. Call MTMC/MTPP-S for instructions at Commercial (703) 428-3286, Defense Switched Network (DSN) 328-3286 or Electronic Mail (E-mail) to heathc@mtmc.army.mil.

        (2) As an attachment to E-mail for heathc@mtmc.army.mil.

    h. Formatting or transmission questions can be answered by the Passenger Systems Team at Commercial (703) 428-3286 or DSN 328-3286 or E-mail to glasscockg@mtmc.army.mil or woodardu@mtmc.army.mil.

2. Transportation Officers (TOs) are responsible for reporting when the CTO under contract fails to provide the data input.

3. Air Passenger Movements. The following data on official government air travel are to be provided to Headquarters (HQs) MTMC monthly by electronic transmission.

    a. One record should be generated for each trip segment for CTO-submitted data. All air segments contained in a Passenger Name Record (PNR) will be submitted.

NOTE: This is a revision from previous instructions that defined a segment as "segment occurs when carrier or fare basis changes".

b.   When an air trip itinerary contains air segments that are connections only, but the fare basis covers two or more air segments, an "X" will be placed in the Connection Designation field.

c.   Air segments that are connecting flights, but the fare applies to multiple segments, will have "0" (zero) in the cost field.

d.   The total cost of the associated fare basis (exclusive of taxes) will be placed in the cost field of the last segment where the fare breaks.

e.   The associated flight number of each air segment will be included.

f.   The trip destination must be determined before the segment definition can be applied on round-trip travel.

g.   Group movements arranged by HQs MTMC, Air Mobility Command (AMC), or TOs are also to be reported.

POSITION   DATA ELEMENT/DESCRIPTION

  1-8   PREPARING OFFICE. CTOs enter the eight-digit International Air Transport Association (IATA) code.

  9-10   TYPE/CATEGORY OF TRAVELER. Type of traveler is classified as defined below. The code will be determined from data entered on the ticket record.

CODE	CATEGORIES
PT	Military personnel in Temporary Duty (TDY)/Temporary Additional Duty (TAD) status.
CT	Civilian personnel in TDY/TAD status.
OA	Military Officer personnel, Permanent Change of Station (PCS) status accompanied by dependents. (Will always be 2 or more).
EA	Military Enlisted personnel, PCS status accompanied by dependents. (Will always be 2 or more).
CC	Civilian personnel, PCS status accompanied by dependents. (Will always be 2 or more).
PU	Military personnel, PCS not accompanied by dependents.
CU	Civilian personnel, PCS not accompanied by dependents.
DU	Dependents, PCS not accompanied by military principal.
CD	Dependents, PCS not accompanied by civilian principal.
HR	Human remains.
PR	Prisoners.
FM	Foreign Military.
DS	Dependent Student(s).
EL	Funded emergency leave, sponsor.
DL	Funded emergency leave, dependent(s).
CK	Cost-charge travel.
FS	Foreign Military Sales (FMS) travel.
TT	Team Travel. A movement of 10 or more personnel traveling as a group under the same orders, from the same origin to the same destination.

  11-14   NUMBER OF PASSENGERS. Enter the total number of passengers traveling on each ticket/Transportation Request in the first segment record. Right justify entry and precede with zero(s) to complete the field: e.g., 0001. Fill this field with zero(s) in the second and succeeding trip segment records.

  15-21   TRANSPORTATION CHARGES (DOLLARS). Enter the charge (applicable base fare excluding taxes and miscellaneous charges) for each segment of travel reported. Enter the amount in dollars and two-decimal places for cents. Right justify.

POSITION   DATA ELEMENT/DESCRIPTION

22-28   TAXES AND MISCELLANEOUS CHARGES (DOLLARS). Enter the total taxes and other miscellaneous charges applicable to the trip in the last segment of the trip reported. The charge must include the following:

        a. Federal United States (US) transportation tax, if applicable.

        b. US international departure tax per passenger if the origin is a continental US point, Alaska or Hawaii and the destination is an international point.

        c. Any other miscellaneous charges applicable to the trip ticket.

29   MODE OF TRAVEL. Use constant alpha character "A" to indicate air travel.

30-32   ORIGIN AIRPORT CODE. Enter the three-letter airport code indicated on the PNR. Standard airport codes are contained in the Commercial Reservation Systems and the North American and International Editions of the Official Airline Guide (OAG).

33-35   DESTINATION AIRPORT CODE. Follow same instructions as indicated for origin airport code.

36-39   AIR CARRIER. Enter appropriate air carrier code from the ticket record. Standard air carrier codes are contained in the North American and International Editions of the OAG. Left justify and leave remaining positions blank.

40-43   FLIGHT NUMBER. Enter numeric flight number from the PNR. Left justify and leave remaining positions blank.

44-49   CAR RENTAL RATE (DOLLARS). Enter daily rate charged in dollars and cents. Leave blank if no rental arrangement was made. Right justify.

50-62   TICKET NUMBER. Enter the ticket number under which travel occurred. Also, enter the ticket number in succeeding segment records.

63-69   FARE CLASS. Enter the complete fare class code. If less than seven characters, left justify entry and leave remaining positions blank.

        ** EXAMPLE: YE46_ _ _

70   ROUND TRIP INDICATOR. For round-trip tickets, enter "R" in the outward destination record.

        ** EXAMPLE:

GO	JAX-ATL	Y
	ATL-DCA (outward dest)	YE46 _ _ R
RTN	DCA-ATL	YE46
	ATL-JAX	Y

71   CAR RENTAL INDICATOR. Enter "R" to indicate car rental.

72-74   CAR RENTAL PICKUP LOCATION. Enter three-letter alpha airport code for car rental pickup location.

75-76   CAR RENTAL COMPANY. Enter two-position code for car rental company.

POSITION   DATA ELEMENT/DESCRIPTION

77   TYPE VEHICLE. Enter one-position alpha code for type vehicle.

                    CODE   TYPE VEHICLE

                    C   Compact
                    E   Economy
                    I   Mid-size
                    S   Full Size
                    O   Other

78-79   NUMBER OF CAR RENTAL DAYS. Precede with zero if number of days is 1-9.

80   SEGMENT SEQUENCE DESIGNATOR. Enter alpha character to designate the
            order of each trip segment--e.g., DCA - DFW - LAX - DCA.

                    RECORD SEQUENCE NUMBER

                    DCA - DFW.............................A
                    DFW - LAX............................B
                    LAX - DCA.............................C

81   DOD COMPONENT. Use the Department of Defense (DOD) Component of the
            traveler. Select appropriate code from the following:

                    CODE   DOD COMPONENT

                    A   Department of the Army
                    F   Department of the Air Force
                    N   Department of the Navy
                    M   United States Marine Corps
                    X   Other DOD Components

82   HOTEL RESERVATIONS. Enter the number of travelers included in this record
            if hotel reservation was made.

83-85   DESTINATION CITY CODE. Enter three-letter airport code.

86-105   HOTEL/MOTEL CITY. Enter spelling as shown in reservation system. Left
            justify. Use complete city and spaces to complete the field if city name is short;
            enter as many letters as possible if city name is long.

106-107   HOTEL/MOTEL STATE. Enter two-position numeric code for state or alpha
            code for country. (See Figure H-1 for State codes).

108-109   HOTEL/MOTEL CODE. Enter two-position code from reservation system.

110-112   NUMBER OF HOTEL/MOTEL NIGHTS. If more than one traveler is included in
            the record, add number of nights for each and enter the total. Right justify.

113-119   HOTEL/MOTEL CHARGE (DOLLARS). Enter daily rate charged in dollars and
            cents. Right justify.

POSITION   DATA ELEMENT/DESCRIPTION

120-122   RATE INDICATOR. Enter code for type of rate. Left justify. The Standard Rate
           Categories and their codes are as follows:

CODE	STANDARD RATE CATEGORY
V	CONVENTION
COR	CORPORATE
FAM	FAMILY PLAN
GOV	GOVERNMENT
MIL	MILITARY
PRO	PROMOTIONAL
SCR	SENIOR CITIZEN
TOR	TOUR PACKAGE
WKD	WEEKEND
RAC	REGULAR HOTEL RATE

     h. Reason Codes Indicate Compliance/Non-Compliance with DOD Airlift Policy. The
following codes were developed to standardize reason codes. Reason codes for
compliance/noncompliance will be based on the trip itinerary. Enter code from the list below on
the first air segment of a trip itinerary to identify reason for use/nonuse of DOD policy. More
than one code may apply to the trip.

POSITION   DATA ELEMENT/DESCRIPTION

123-125   REASON CODES FOR USE/NON-USE OF CRAF CARRIER. Enter code from
           list below for use/non-use of Civil Air Reserve Fleet (CRAF) carrier. If only two
           positions apply, left justify.

CODE	REASON
R0	CRAF carrier used.
R1	Destination not serviced by CRAF carrier.
R2	Did not meet mission requirements.
R3	Seat not available.
R4	Traveler refused CRAF carrier because:

        a. Airport specified
        b. Carrier specified
        c. Routing specified
        d. Time specified
        e. Personal reasons.

126-128   REASON CODES FOR USE/NON-USE OF CONTRACT AIR. Enter code from
           the list below for use/non-use of General Services Administration (GSA) airline
           city pairs fare where a contract exists. If only two positions apply, left justify.

CODE	REASON
C0	Contract Fare Used.

POSITION   DATA ELEMENT/DESCRIPTION

C1   Scheduled contract fare flights are not available in time to meet mission requirements or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip.

C2   The contractor's flight schedule is inconsistent with explicit policies of individual Federal departments and agencies where applicable to schedule travel during normal working hours.

C3   A noncontract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government to include the combined costs of transportation, lodging, meals, and related expenses. NOTE: This exception does not apply if the contract carrier (s) offers a comparable fare and has seats available at the fare, or if the lower fare offered by a noncontract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or government travel card, e.g., YDG, MDG, QDG, VDG, and similar fares.

C4   Seat not available on contract air carrier.

C5   Used contract fare for portion of trip, but not entire trip.

C6   Non-contract fare used on contract carrier (lower fare than CA).

C7   Traveler refused contract fare because:

            a. Airport specified
            b. Carrier specified
            c. Routing specified
            d. Time specified
            e. Personal reasons.

C8   No cost ticket (e.g., Frequent Flyer).

C9   FMS.

C10   Rail service available and cost effective.

129-130   REASON CODES FOR NON-USE OF AMC AIRLIFT. Enter two-position code from the list below for non-use of AMC airlift.

A1   Destination not serviced by AMC.

A2   Did not meet mission requirements.

A3   Seat not available.

131-132   REASON CODES FOR USE OF FIRST AND BUSINESS CLASS. Enter the two-position code where first or business class is used.

POSITION   DATA ELEMENT/DESCRIPTION

B1   Business Class authorized by condition in Joint Federal Travel Regulations/Joint Travel Regulations.

B2   FMS Agreement/contract specifies business class.

B3   Only business class available on foreign flag carriers over intra-theater route.

B4   Presidential appointee/3 star or higher international TDY.

F1   First class travel authorized by military Service Secretary.

F2   First class is only class of service provided between authorized origin and destination.

F3   Automatic no cost upgrade over domestic segment provided to passenger by carrier as part of authorized business class fare structure.

X0   Business class fare used in conjunction with a no cost upgrade.

133-134   REASON CODE FOR NON-USE OF GOVERNMENT QUARTERS.

H1   No rooms available. Certificate of Non-Availability issued.
H2   Exempted by order issuing agency.

135-143   DATE OF TRAVEL. Enter date of air travel as ddmmmyyyy (i.e., 11SEP2001).

144-154   CUSTOMER CODE. Enter customer code. Code identifies activity of traveler and/or office with financial responsibility for travel. Left justify entry and leave remaining positions blank.

155-174   UNIT IDENTIFICATION CODE (UIC). Enter UIC identifying the unit to which the traveler belongs.

175-214   TRAVELER'S NAME. Enter name of traveler as captured in the Commercial Reservation System.

215-219   DEPARTURE TIME. Enter departure time for segment of travel from PNR.

220-224   ARRIVAL TIME. Enter arrival time for segment of travel from the PNR.

225-233   TICKETING DATE. Enter ticketing date as ddmmmyyyy (i.e., 07SEP2001).

234-242   REFUND DATE. Enter refund date, if applicable, as ddmmmyyyy (i.e., 07SEP2001).

POSITION   DATA ELEMENT/DESCRIPTION

243   CONNECTION INDICATOR. Enter X to denote travel segment that is a
       connection.

       EXAMPLE: Rnd Connc
            Org   Dest   Chrgs   Taxes   Carr   Flt #   Basis   Trip   Ind
            HNL   SAT   0   UA   (#)   YCA   X
            SAT   OMA   309   (Tax)   UA   (#)   YCA   R
            OMA   SAT   0   UA   (#)   YCA   X
            SAT   HNL   309   (Tax)   UA   (#)   YCA

I-H-9

4. Rail and Bus Passenger Movements. The following data on official government travel are to be provided to HQ MTMC monthly by electronic transmission. A separate record should be generated for each segment of the rail or bus trip. All fields for which data are not specified should be left blank. Call MTPP-S for transmission instructions. (See Paragraph 1).

POSITION   DATA ELEMENT/DESCRIPTION

1-8   PREPARING OFFICE. Data element that will identify installation.

9-10   TYPE /CATEGORY OF TRAVELER. Type of traveler is classified as defined below. The code will be determined from data entered on the ticket record.

CODE	CATEGORIES
PT	Military personnel in TDY/TAD status.
CT	Civilian personnel in TDY/TAD status.
OA	Military Officer personnel, PCS status accompanied by dependents. (Will always be 2 or more).
EA	Military Enlisted personnel, PCS status accompanied by dependents. (Will always be 2 or more).
CC	Civilian personnel, PCS status accompanied by dependents. (Will always be 2 or more).
PU	Military personnel, PCS not accompanied by dependents.
CU	Civilian personnel, PCS not accompanied by dependents.
DU	Dependents not accompanied by military principal.
CD	Dependents not accompanied by civilian principal.
HR	Human remains.
PR	Prisoners.
FM	Foreign Military.
DS	Dependent Student(s).
EL	Funded emergency leave, sponsor.
DL	Funded emergency leave, dependent(s).
CK	Cost-charge travel.
FS	FMS travel.
TT	Team Travel. A movement of 10 or more personnel traveling as a group under the same orders, from the same origin to the same destination.

11-14   NUMBER OF PASSENGERS. Enter the total number of passengers traveling on each ticket in the first record. Right justify entry and precede with zero(s) to complete the field: e.g., 0001. Fill this field with zero(s) in the second and succeeding records.

15-21   TRANSPORTATION CHARGES (DOLLARS). Enter the charge (applicable base fare excluding taxes and miscellaneous charges) for each segment of travel reported. Enter the amount in dollars and two-decimal places for cents. Right justify.

POSITION   DATA ELEMENT/DESCRIPTION

22-28   TAXES AND MISCELLANEOUS CHARGES (DOLLARS). Enter the total taxes and other miscellaneous charges applicable to the trip in the last segment of the trip reported. The charge must include the following:

      a. Federal US transportation tax, if applicable.

      b. Any other miscellaneous charges applicable to the trip ticket.

29   MODE OF TRAVEL. Use character "R" to indicate rail travel and "B" to indicate bus travel.

30-32   CLASS OF TRAVEL. Enter "COA" for coach, "CHA" for charter, and "FIR" for first.

33-52   ORIGIN CITY. Enter spelling as shown in reservation system. Left justify. Use complete city and spaces to complete the field if name is short; enter first 20 letters if city name is long. For rail moves, rail station code may be used.

53-54   ORIGIN STATE. If city name is used in preceding field, enter numeric code for state or alpha code for country (See Figure H-1 for codes). Do not enter state code when entering rail station code in preceding field.

55-74   DESTINATION CITY. Follow the same instructions as indicated for origin city.

75-76   DESTINATION STATE. Follow the same instructions as indicated for origin state.

77-80   BUS CARRIER. Enter Standard Carrier Alpha Code (SCAC) from the ticket record. SCAC codes are contained in the Directory of Standard Multi-Modal Carrier and Tariff Agents Codes.

81-86   CAR RENTAL RATE (DOLLARS). Enter daily rate charged in dollars and cents. Leave blank if no rental arrangement was made.

87   CAR RENTAL INDICATOR. Enter "R" to indicate car rental.

88-90   CAR RENTAL PICKUP LOCATION. Enter three-letter airport code for car rental pickup location or alpha code of nearest airport to car rental pickup location.

91-92   CAR RENTAL COMPANY. Enter two-position code for the car rental company.

93   TYPE VEHICLE. Enter one-position alpha code for type vehicle.

CODE	TYPE VEHICLE
C	Compact
E	Economy
I	Mid-size
S	Full Size
O	Other

94-95   NUMBER OF CAR RENTAL DAYS. Precede with zero if number of days is 1-9.

96   RECORD SEQUENCE DESIGNATOR. Enter alpha character to designate the order of each trip segment e.g., Boston – New York.

RECORD SEQUENCE NUMBER

Boston – New York	A
New York - Boston	B

POSITION   DATA ELEMENT/DESCRIPTION

97   DOD COMPONENT. Use the DOD Component of the traveler. Select code from
            the following:

        CODE   DOD COMPONENT

        A   Department of the Army
        F   Department of the Air Force
        N   Department of the Navy
        M   United States Marine Corps
        X   Other DOD Components

98   HOTEL RESERVATIONS. Enter the number of travelers included in this record
            if hotel reservation was made.

99-101   DESTINATION CITY CODE. Enter three-letter airport code or, if mode is rail,
            use rail station code.

102-121   HOTEL/MOTEL CITY. Enter spelling as shown in reservation system. Left
            justify. Use complete city and spaces to complete the field if name is short; enter
            as many letters as possible if city name is long.

122-123   HOTEL/MOTEL STATE. Enter two-position state code (See Figure H-1 for
            codes).

124-125   HOTEL/MOTEL CODE. Enter two-position code from reservation system.

126-128   NUMBER OF HOTEL/MOTEL NIGHTS. If more than one traveler is included in
            the record, add number of nights for each and enter the total. Right justify.

129-135   HOTEL/MOTEL CHARGE (DOLLARS). Enter daily rate charged in dollars and
            cents. Right justify.

136-138   RATE INDICATOR. Enter code for type of rate. Left justify. The Standard Rate
            Categories and their codes are as follows:

        CODE   STANDARD RATE CATEGORY

        V   CONVENTION
        COR   CORPORATE
        FAM   FAMILY PLAN
        GOV   GOVERNMENT
        MIL   MILITARY
        PRO   PROMOTIONAL
        SCR   SENIOR CITIZEN
        TOR   TOUR PACKAGE
        WKD   WEEKEND
        RAC   REGULAR HOTEL RATE

139-147   DATE OF TRAVEL. Enter date of travel as ddmmmyyyy (i.e., 11SEP2001).

148-158   CUSTOMER CODE. Enter customer code. Code identifies activity of traveler
            and/or office with financial responsibility for travel. Left justify entry and leave
            remaining positions blank.

159-178   UNIT IDENTIFICATION CODE (UIC). Enter UIC identifying the unit to which
            the traveler belongs.

POSITION   DATA ELEMENT/DESCRIPTION

179-218   TRAVELER'S NAME. For single reservations on bus or rail, enter name of traveler. For charter bus records, leave blank.

219-223   DEPARTURE TIME. Enter departure time for segment of travel from PNR.

224-228   ARRIVAL TIME. Enter arrival time for segment of travel from PNR.

229-237   TICKETING DATE. Enter ticketing date as ddmmmyyyy (i.e., 07SEP2001).

238-246   REFUND DATE. Enter refund date, if applicable, as ddmmmyyyy (i.e., 07SEP2001).

STATE CODES

01	Alabama
02	Alaska
04	Arizona
05	Arkansas
06	California
08	Colorado
09	Connecticut
10	Delaware
11	District of Columbia
12	Florida
13	Georgia
15	Hawaii
16	Idaho
17	Illinois
18	Indiana
19	Iowa
20	Kansas
21	Kentucky
22	Louisiana
23	Maine
24	Maryland
25	Massachusetts
26	Michigan
27	Minnesota
28	Mississippi
29	Missouri
30	Montana
31	Nebraska
32	Nevada
33	New Hampshire
34	New Jersey
35	New Mexico
36	New York
37	North Carolina
38	North Dakota
39	Ohio
40	Oklahoma
41	Oregon
42	Pennsylvania
RQ	Puerto Rico
44	Rhode Island
45	South Carolina
46	South Dakota
47	Tennessee
48	Texas
49	Utah
50	Vermont
51	Virginia
VQ	Virgin Island
53	Washington
54	West Virginia
55	Wisconsin
56	Wyoming

Figure H-1. State Code